



**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 175

Imphal, Tuesday, October 1, 2024

(Asvina 9, 1946)

**GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)**

NOTIFICATION

Imphal, the 1st October, 2024

No. COMM-1/1/2024-DP-DP : In exercise of the powers conferred by Rule 22 (Power to Relax) of the Manipur Secretariat Subordinate Service Rules (adopted for MPSC vide DP's order No. 1/47/11-RR(MPSC)/DP dated 09.12.2013) read with the decision of the State Cabinet in its meeting held on 30.08.2024, the Governor of Manipur is pleased to order the relaxation of the provisions contained in Rule 7(6) of the MSSS Rules (Notification No. 21/25/79-DP(Pt-III), dated 8th July, 2016) regulating recruitment rules for the post of Secretariat Assistant (formerly known as Office Assistant) in respect of Manipur Public Service Commission as detailed below:

"Rule 7(6): "Rule 7(6) Office Assistant:

(a) 20% of the posts of Office Assistant shall be filled up by direct recruitment from Graduates who have completed a Course on Computer Concepts (DOS+ Windows + MS Office + Multimedia +Internet) (CCC) of a recognised Institute by holding a competitive examination to be conducted by the Government of Manipur.

(b) The remaining 80% of the vacancies available from time to time shall be filled by promotion on selection basis from amongst the Group D staff of the Manipur Secretariat, possessing the following qualifications and experience-

(i) Degree of recognised University with 3 (three) years regular service in the grade;

(ii) PUC/Intermediate or its equivalent of a recognised University/Board with 5 (five) years regular service in the grade, and

(iii) Matriculate/HSLC or its equivalent of a recognised University/Board with 7 (seven) years regular service in the grade."

- In place of -

Rule 7(6): "Rule 7(6) Office Assistant:

(a) 75% of the posts of Office Assistant shall be filled up by direct recruitment from Graduates who have completed a Course on Computer Concepts (DOS+ Windows + MS Office + Multimedia +Internet) (CCC) of a recognised Institute by holding a competitive examination to be conducted by the Government of Manipur.

(b) The remaining 25% of the vacancies available from time to time shall be filled by promotion on selection basis from amongst the Group D staff of the Manipur Secretariat, possessing the following qualifications and experience-

(i) Degree of recognised University with 3 (three) years regular service in the grade;

(ii) PUC/Intermediate or its equivalent of a recognised University/Board with 5 (five) years regular service in the grade, and

(iii) Matriculate/HSLC of its equivalent of a recognised University/Board with 7 (seven) years regular service in the grade."

2. It is also ordered that the concerned Rules and also standing orders/ instruction bearing upon the subject and which are in force at present shall be deemed to have been amended accordingly as a one-time relaxation.

3. This one-time relaxation shall be valid till 3 (three) months from the date of publication of this Notification in the Official Gazette of Manipur.

KONSAM NALINI DEVI,
Deputy Secretary (DP),
Government of Manipur.